

Customize Print Header and Footer in Matrix

Customize the header on your print displays and reports. You can also turn the print footer on or off.

Customize the header and footer

1. Open the Utility Menu (look for [Hello, Your Name] at the top right). Select Settings.
2. Select My Information.
3. Select Header & Footer.
4. To change the banner, select Select a different banner image/theme, or select Upload a custom banner image.
5. Under Photo, select No Photo or Use Custom Photo.
6. Under Print Footer, select Yes, I want a Print Footer or No Print Footer for me.
7. Select Save.

Tips

- Changes may take several minutes to show on print.
- Under Colours, you can keep Use theme defaults or choose Use custom colours.
- Select Reset Branding to Defaults to return the header branding to the theme defaults.
- In the banner list, I choose not to use a header/footer at this time turns the header and footer off.
- Logo and colours on emails and OneHome are a Brand Kit, not this page. See Branding Center and Brand Kits in Matrix.

Source: <https://support.itsosystems.ca/kb/127>